



**DISTRICT OF COLUMBIA COURTS**  
**POSITION VACANCY ANNOUNCEMENT**



ANNOUNCEMENT NUMBER: 03-05-027	OPENING DATE: 03-24-05	CLOSING DATE: 04-14-05	<b>OPEN TO ALL APPLICANTS</b>
POSITION:  Judicial Administrative Assistant  JS-318-10	TYPE OF APPOINTMENT:  Excepted Service	Salary Range: \$47,755 - \$62,086  DC Courts non-judicial employees receive federal retirement and benefits.	
Superior Court	LOCATION: 500 Indiana Avenue, NW.	TOUR OF DUTY: Full-time	
<b>PROMOTION POTENTIAL TO JS-11</b>			
<p><b>BRIEF DESCRIPTION OF DUTIES:</b> The judicial administrative assistant oversees the office of a Superior Court Judge. The applicant must possess a high degree of integrity and discretion. The responsibilities include typing, proofreading and/or preparing for publishing, decisions, memoranda of judgment, reports or other documents. Enters data for tracking case assignments and status. Enters data for decision reference listings. Reviews case files for accuracy, format compliance and completeness before scheduled hearings. The judicial administrative assistant serves as the judge's liaison to assist and inform litigants, attorneys, law enforcement personnel, and witnesses concerning court procedure and policy. Receives, reviews, and distributes incoming mail and composes responses to routine correspondence. Other duties include: preparing time-and-attendance records and other personnel documents for the office; maintaining calendar and schedules; managing files; and maintaining confidentiality and security of documents and information.</p> <p><b>MINIMUM QUALIFICATIONS:</b> Six (6) years of general secretarial or clerical experience, including at least two (2) years in a legal environment, preparing briefs and other legal documents. Education past the high school level, e.g., secretarial training, college, or paralegal training required. Please submit a copy of your most recent performance evaluation with your application.</p> <p><b>SUPPLEMENTAL RANKING FACTORS:</b> The following factors will be used to rate your qualifications for the position. Describe experience, education or training which indicates your level of qualification for each factor. Failure to respond to the ranking factors may disqualify you from further consideration.</p> <ol style="list-style-type: none"><li>1. Ability to type, proof and prepare legal decisions, memoranda, reports and other documents, using correct legal citations and formatting.</li><li>2. Ability to coordinate work to meet deadlines and complete tasks competently and effectively with a minimal amount of supervision.</li><li>3. Ability to use a personal computer and Windows-based word-processing software.</li><li>4. Ability to maintain confidentiality and security of documents and information.</li><li>5. Ability to provide effective customer service by responding professionally and courteously to telephone and personal inquiries from Court management and staff, the judiciary, and the public.</li></ol> <p><b>SELECTION PROCESS:</b> Candidates who meet the minimum qualifications will be tested on Keyboarding (50 WPM after errors), Language Arts (grammar, spelling, punctuation, abbreviations, capitalization, possessives, number usage) and Records Management (alphabetic and numeric filing). A written exercise and interview may be required of the highest qualified candidates.</p> <p style="text-align: center; margin-top: 20px;">Submit Court application and ranking factors to: D.C. Courts, Human Resources Division, 500 Indiana Avenue, NW, Washington, DC 20001. For more information, call 202-879-0496 or visit our job site at <a href="http://www.dccjobs.gov">www.dccjobs.gov</a>.</p>			
<b>It is the policy and practice of the District of Columbia Courts to hire and promote employees based on qualifications and merit only, without regard to race, color, religion, sex, age, disabilities, national origin, marital status, personal appearance, sexual orientation, family responsibilities, matriculation, political affiliation, source of income, or place of residence or business.</b>			